Calendar Year 2003∞ Accounting and Budget Dates of Interest

January

- First day of the 2003 Legislative Session
- 15 December Fiscal Month Accounting Close (regular accounting close)
- Performance Measure actuals for quarter ending December 31, 2002 to be entered into PMTES by agencies 31

February



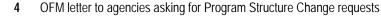
- 5 Agency Quarterly Variance Report explanations due to OFM
- 14 January Fiscal Month Accounting Close (regular accounting close)
- 19 Caseload Forecast Council Meeting

March



- 14 February Fiscal Month Accounting Close (regular accounting close)
- March General Fund-State Revenue Forecast 19

April





- 14 March Fiscal Month Accounting Close (regular accounting close) 27 Last day of Regular 2003 Legislative Session
- 30 Performance Measure actuals for quarter ending March 31, 2003 to be entered into PMTES by agencies
- Late Agency Quarterly Variance Report explanations due to OFM
- Bond Fund Cash Flow Estimates to State Treasurer (selected agencies only) Late

May

- Due date for agency submittal of Program Structure Change requests 2
- 14 April Fiscal Month Accounting Close (regular accounting close)



- Mid-late OFM 2003-05 Allotment Instructions
 - Tentative date for agency allotments for 2003 Supplemental Budget due to OFM (due date will depend on final passage of 2003 Supplemental Budget)

June



- Caseload Forecast Council Meeting
- May Fiscal Month Accounting Close (regular accounting close) 13
- 19 June General Fund-State Revenue Forecast

July

June Fiscal Month Accounting Close (regular accounting close)

Mid-late Due date for update of Agency Activity Inventory for 2003-05 from agencies

Mid-late Due dates for 2003-05 agency initial allotments to OFM

- Performance Measure actuals for quarter ending June 30, 2003 to be entered into PMTES by agencies
- 31 Phase 1 CAFR Close

- 15 July Fiscal Month Accounting Close (regular accounting close)
- 15 Statutory date when all agency 2003-05 initial allotments must be submitted to OFM

September





2nd wk (Tentative date) OFM Memo to agencies requesting 2004 Supplemental budget requests

- Phase 2 CAFR Close
- August Fiscal Month Accounting Close (regular accounting close)
- 19 September General Fund-State Forecast
- 19 Federal assistance disclosure forms due to OFM Accounting
- 19 State disclosure forms due to OFM Accounting
- 30 Statutory date for OFM to approve agency initial allotments
- Agency Quarterly Variance Report explanations due to OFM

October

1st wk (Tentative date) Due date for agencies' 2004 Supplemental budget requests

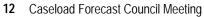


- Early (Tentative date) Part 1 of 2005-07 Budget Instructions
- **10** Phase 3 CAFR Close 15 September Fiscal Month Accounting Close (regular accounting close)
- Mid Agency Reporting on FY 2003 Savings Incentive Account expenditures
- 31 Performance Measure actuals for quarter ending September 30, 2003 to be entered into PMTES by agencies

Last wk Agency Quarterly Variance Report explanations due to OFM

October - November OFM Review / Recommendations to the Governor on 2004 Supplemental Budget

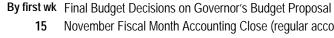
November





- 14 October Fiscal Month Accounting Close (regular accounting close)
- 14 November General Fund-State Revenue Forecast

December



- 15 November Fiscal Month Accounting Close (regular accounting close)
- By 20th Governor's 2004 Supplemental Budget to Legislature
- By 30th Fiscal Note Procedures for 2004 Legislative Session to agencies

